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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

(Housing-II branch)

NOTIFICATION

The 31st August, 2023

No. RERA/REGULATIONS[RECRUITMENT]2023/11572.-In exercise of the powers conferred by Section 85 of the Real Estate(Regulation & Development) Act, 2016[Act No. 16 of 2016] and all other powers enabling it in that behalf, the Real Estate Regulatory Authority, Punjab make the following regulations, further to amend the Punjab Real Estate Regulatory Authority (Recruitment and Conditions of Service of Employees) Regulations, 2017, with the prior approval of the Government of Punjab, namely:-

In the Punjab Real Estate Regulatory Authority (Recruitment and Conditions of Service of Employees) Regulations, 2017:-

1) Following amendments are made in Annexure - I, II and III to Regulation 5(1):-

a) Insertion of Para J to Annexure-III and change in sequence thereof as below:

J. Assistant Manager (Projects & Regulations.)- Recruitment to the post shall be either:-

i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

a. Graduation in any discipline from a recognized university.

b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 5 years experience in a supervisory capacity in administration or related fields.
- b. Should have good written and verbal communication skills.
- c. Good knowledge of Computers is essential.

b) Para S is substituted as Para T in Annexure-III as below:-

T. Messengers- Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. **8th class pass.**
- b. **Candidates must possess a certificate of having passed Punjabi at Middle School level (i.e., 8th class) level or equivalent.**

c) Addition of Para No.10 in both Annexure, namely I and II.

d) Amendment in the sequence of Annexure I. II and III, consequent to the insertions made as above.

Annexure-I

Category of Employees and Sanctioned Strength
(See Regulation 3)

S.No	Designation of Post	Sanctioned Strength
1.	Secretary	1
2.	Manager (Projects and Regulations)	1
3.	Manager (F &A)	1
4.	Manager(Legal)	1
5.	Manager (IT)	1
6.	Manager (Town Planning)	1
7.	Private Secretary	3
8.	Reader to Adjudicating Officer	1
9.	Assistant Manager (Admn.)	1
10.	Assistant Manager (Projects and Regulations)	1
11.	Assistant Manager (F&A)	1
12.	Assistant Manager(Legal)	1
13.	Executive (General)	5
14.	Executive (Legal)	2
15.	Executive (Finance & Accounts)	1
16.	System Analyst	1
17.	Programmer	1
18.	Personal Assistants	4
19.	Executive Assistant to Adjudicating Officer	1
20.	Messengers	4

Annexure-II**APPENDIX-'B'**

Remuneration of Employees

(See Regulation 4)

S.No.	Designation of Post	Monthly Consolidated Remuneration (in Rs.)
1.	Secretary	156200
2.	Manager (Projects and Regulations)	99400
3.	Manager (F &A)	99400
4.	Manager(Legal)	99400
5.	Manager (IT)	99400
6.	Manager (Town Planning)	99400
7.	Private Secretary	78100
8.	Reader to Adjudicating Officer	78100
9.	Assistant Manager (Admn.)	78100
10.	Assistant Manager (Projects and Regulations)	78100
11.	Assistant Manager (F&A)	78100
12.	Assistant Manager(Legal)	78100
13.	Executive (General)	63900
14.	Executive (Legal)	63900
15.	Executive (Finance & Accounts)	63900
16.	System Analyst	63900
17.	Programmer	63900
18.	Personal Assistants	63900
19.	Executive Assistant to Adjudicating Officer	63900
20.	Messengers	28400

Annexure-III

Educational Qualification, Experience and Other Conditions for Recruitment

(See Regulation 5)

- A. **Secretary.-** Recruitment to the post of Secretary shall be either -
- i. by deputation of a person who has held/holding a post equivalent to Additional Secretary of the State Government or above from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government having experience in General Administration.
- Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 20 yrs experience in a senior managerial capacity in Administration or related fields.
- b. Candidates with experience of working in Government settings will be given preference.
- c. Should have good written and verbal communication skills.
- d. Working knowledge of Computers is essential.

- B. **Manager (Projects and Regulations)-** Recruitment to the post shall be either -

- i. by deputation of a person who has held/holding a post equivalent to Deputy Secretary of the State Government or above from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government having experience in General Administration.
- Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 10 yrs experience in a managerial capacity in Administration or related fields.
- b. Should have good written and verbal communication skills.
- c. Working knowledge of Computers is essential.

C. Manager (F & A) - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. M.Com. or MBA (Finance) or CA.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Note: For Government/Semi-Government employees 10 years experience after clearing SAS is essential regardless of qualifications as at (a) above.

Experience:

- a. At least 10 years experience in Government or in Semi-Government undertakings or in reputed Commercial establishments or Financial Institutions.
- b. Should have good written and verbal communication skills.
- c. A good knowledge of Financial Softwares is essential.

D. Manager (Legal). - Recruitment to the post of Manager (Legal) shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Professional Degree in Law from a recognized University.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 10 years experience of legal practice or working in the Legal Wing in Government or in Semi Government organisations or in a law firm.
- b. Should have good written and verbal communication skills.
- c. Working knowledge of Computers is essential.

E. Manager (IT)- Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Regular Engineering Degree in Computer Science/Computer Engineering/ Information Technology/Electronics & Communication.

Or

Regular Post Graduate Degree in Computer Applications/Computer Science/ Computer Engineering/ Information Technology/Electronics & Communication.

- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. Post qualification experience of 7 years in area of IT system implementation and project management.
- b. Experience in e-Governance projects would be an added advantage.
- c. Should have good written and verbal Communication skills.

- F. Manager (Town Planning)-** Recruitment to the post shall be by appointment of a person on contract basis having qualification and experience as below:-

Minimum Educational Qualification:

- a. Post Graduate Degree in the field of City/Urban/Regional Planning.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. Atleast 5 years experience as Senior Town Planner or atleast 03 years as Chief Town Planner in the Government.
- b. Should have good written and verbal communication skills
- c. Working knowledge of computers is essential

- G. Private Secretary-** Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. 7 years experience of working as a Private Secretary or in a similar capacity with top management functionaries in Government or in Semi Government Organisations or in reputed commercial/private establishments.
- b. Should have good written and verbal communication skills, including preparing high impact reports using Power Point, Word and Excel.
- c. A very good knowledge of Computers is essential.

H. Reader to Adjudicating Officer- Recruitment to the post shall be by appointment of a person on contract basis having qualification and experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized University.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above

Experience

- a. Minimum 7 years working experience of Judicial Courts as Reader or in a similar capacity.
- b. Should have good written and verbal communication skills, including preparing high impact report using Power Point, Word, Excel.
- c. A very good knowledge of computers is essential.

I. Assistant Manager (Admin.)- Recruitment to the post shall be either:-

- iii. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- iv. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 5 years experience in a supervisory capacity in administration or related fields.
- b. Should have good written and verbal communication skills.
- c. Good knowledge of Computers is essential.

J. Assistant Manager (Projects & Regulations.) - Recruitment to the post shall be either:-

- v. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- vi. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- c. Graduation in any discipline from a recognized university.
- d. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- d. At least 5 years experience in a supervisory capacity in administration or related fields.
- e. Should have good written and verbal communication skills.
- f. Good knowledge of Computers is essential.

K. Asstt. Manager (F&A) - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. B.Com. Degree or MBA (Finance) from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Note: For Government / Semi-Government employees 5 years experience after clearing SAS is essential regardless of qualifications as at (a) above.

Experience:

- a. At least with 5 years experience in Government or in Semi-Government undertaking or reputed Commercial establishments or in financial institutions.
- b. Should have good written and verbal communication skills.
- c. A good knowledge of Financial Softwares is essential.

L. Assistant Manager (Legal) - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Professional Degree in Law from a recognized university.

- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 5 years experience of legal practice or working in the Legal Wing in Government or in Semi Government organisations or in a law firm.
- b. Should have good written and verbal communication skills.
- c. Working knowledge of Computer is essential.

M. Executive (General)- Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
- Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 3 years experience of working in a Government or in Semi-Government or private/ Commercial establishments.
- b. Working knowledge of Computers is essential.

N. Executive (Legal) - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
- Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Professional degree in law from a recognised university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 3 years experience of legal practice or working in the Legal Wing in Government or in Semi Government organizations or in a law firm.
- b. Should have good written and verbal communication skills.
- c. Working knowledge of Computers is essential.

O. Executive (Finance & Accounts) - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Graduation in Commerce from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. At least 3 years experience in accounts related matters in Government or in Semi-Government/ Reputed Commercial establishments or in financial institutions.
- b. Should have good written and verbal communication skills.
- c. A good knowledge of Financial Softwares is essential.

P. System Analyst.- Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Regular Degree in Engineering in Computer Science/Computer Engineering/ Information Technology/Electronics & Communication.
Or
Regular PG Degree in Computer Applications/Computer Science/ Computer Engineering/Information Technology/Electronics & Communication.
Or
Regular Graduation in any Field with atleast one year diploma in Computer/IT related courses.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. Post qualification experience of 5 years in field of Information Technology with experience in IT Application Development/Infrastructure Management/ Network Administration etc.

- b. Experience in e-Governance projects would be an added advantage
- c. Should have good written and verbal Communication skills.

Q. Programmer.- Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Regular Degree in Engineering in Computer Science/Computer Engineering/Information Technology/Electronics & Communication.
Or
Regular PG Degree in Computer Applications/Computer Science/Computer Engineering/Information Technology/Electronics & Communication
Or
Regular Graduation in any Field with atleast one year diploma in related courses.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. Post qualification experience of 3 years in field of Information Technology with experience in area of Application Development, designing and testing.
- b. Experience of working in development technologies - .Net, SQL, PL SQL would be an added advantage.

R. Personal Assistant - Recruitment to the post shall be either:

- i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
Or
- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience:

- a. 3 years experience of working as a Personal Assistant or in a similar capacity in Government or in Semi Government organisations or in a commercial/private

establishment of repute.

- b. Should have certificate from existing employer/recognized institution, about proficiency in English Shorthand of 80 words per minute or a speed 40 words of English per minute on Laptop/Computer.
- c. Prior experience of working in Legal Sector would be an added advantage.

S. Executive Assistant to Adjudicating Officer- Recruitment to the post shall be by appointment of a person on contract basis having qualification and experience as below:-

Minimum Educational Qualification:

- a. Graduation in any discipline from a recognized University.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

Experience

- a. 7 years experience of working as a Private Secretary or in a similar capacity with top management functionaries in Government or in Semi Government Organizations or in reputed commercial/private establishments.
- b. Should have certificate from existing employer/recognized institution about proficiency in English Shorthand of 80 words per minute and a speed 40 words of English per minute on Laptop/Computer.
- c. Experience of working on computers is essential.
- d. Prior experience of working in Legal Sector would be an added advantage.

T. Messengers- Recruitment to the post shall be either:

- iii. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- iv. by appointment of a person on contract basis having qualifications & experience as below:-

Minimum Educational Qualification:

- a. 8th class pass.
- b. Candidates must possess a certificate of having passed Punjabi at Middle School level (i.e., 8th Class) level or equivalent.

Sd/-

SATYA GOPAL

(Chairperson)

The 31st August, 2023

Real Estate Regulatory Authority, Punjab